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PD-26825

PD Information

PD Name	PD-26825	Master	<input type="checkbox"/>
Position Title	Government Information Specialist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region	Office of Administrative Services	Owner	Manuela Martinez
PD Status	Active	Series	0306
Pay Plan	GS	PD Number	00CZ551
Grade	12	Supervisory Status	Non-supervisory (8)
Position Status	Competitive Service (1)	FPL	GS-13
I/A	Yes	FLSA	Exempt
Position Sensitivity	Non-sensitive (1)	Competitive Level	N001
Drug Test	Position does not require drug test (L)	Financial Statement	N/A
Public Trust Indicator	Level 5 - Moderate Risk (5)	Occupational Category Code	Administrative (A)
Legacy - Classified By		Keywords	
Classified By	Manuela Martinez	Classified On	4/25/2013
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

Risk level: Non-sensitive, Moderate Risk, MBI, Tier 2, requiring Investigation Form SF-85P per designation on April 29, 2013.

Government Information Specialist,

GS-0306-12

The Government Information Specialist serves as an expert on all issues and matters pertaining to the Freedom of Information Act (FOIA) and Privacy Act (PA). This position is located in the General Services Administration (GSA),

Office of Administrative Services (OAS), Management and Oversight Division (H1C), at Central Office. As a technical expert in the area of Freedom of Information Act (FOIA), works and provides guidance on complex and sensitive FOIA actions involving procurement and contracting records and documents. As such, the employee serves as an expert on all matters, questions, and issues pertaining to the FOIA and as a principal point of contact for the FOIA Program. Such work includes providing access to the records created by GSA; processing of FOIA and PA initial requests from the general public; and providing expert technical advice to officials at GSA nationwide and other Executive Branch Agencies and Departments.

The position is identical to the GS-13, PD# 00CZ552, with the following exception:

The position is established at GS-12 (PD# 00CZ551) grade level in order to consider the best-qualified applicant. At this lower grade level, employee will receive closer supervision on unusual assignments and completed work will be reviewed more closely while at the same time providing opportunity for the employee to gain the full range of knowledge and judgment required for full performance at the target grade level. As the grade level progresses, the close supervision will decrease and the employee will be expected to perform the work assignments more independently. When the supervisor believes the employee is fully capable of performing satisfactorily the more difficult responsibilities of the position, and the employee is eligible and/or qualified for the higher grade, the employee may be promoted non-competitively to GS-13.

FULL POTENTIAL LEVEL: 13

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

FLSA EVALUATION

Administrative Exemption:

Met - Primary duty consistent with 5 CFR 206 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND

Met - Job duties require exercise of discretion & independent judgment.

Met- employee's work is intellectual and varied in nature.

Comments/Explanations: The incumbent performs non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require regular exercise of discretion & independent judgment.

Has the authority to make independent judgments concerning discretionary releases of information on a case by case basis. Serves as the subject matter expert contact point at GSA in responding to members of Congress, the public, the media, other agencies, which are seeking information about interpretation, policy process, and procedure.

Additional Description

Created By Manuela Martinez, 4/25/2013 12:59 PM **Last Modified By** Manuela Martinez, 4/29/2013 9:01 AM

PD History

4/29/2013 8:57 AM

User **Manuela Martinez**
Action **Changed Public Trust Indicator from Level 1 - Low Risk (1) to Level 5 - Moderate Risk (5). Changed Description.**

4/26/2013 8:12 AM

User **Manuela Martinez**
Action **Changed Description.**

4/25/2013 3:02 PM

User **Manuela Martinez**
Action **Changed Description.**

4/25/2013 1:06 PM

User **Manuela Martinez**
Action **Changed Series from 0301 to 0306. Changed Description.**

4/25/2013 1:03 PM

User **Manuela Martinez**
Action **Changed Description.**

4/25/2013 1:01 PM

User **Manuela Martinez**
Action **Changed Series from 0343 to 0301. Changed Public Trust Indicator from Level 5 - Moderate Risk (5) to Level 1 -**

Action **Low Risk (1).**

4/25/2013 12:59 PM

User **Manuela Martinez**

Action **Created.**

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